

# Inventory Reports

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# ICJI's Egrants System Instructions

## Quick Start Guide Input Inventory Report

- Log onto ICJI's [Egrants](#) System
- At the Welcome Page, select Project Management by clicking on the link

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management Funding Announcements **Project Management** Portfolio Management Work Manager Audits Maintenance Contacts Reports External Menu

Search Commission Updates Admin Contracts Program Monitoring

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID: [ ] Fiscal Contact: [All]

Recipient / Allocation Agency: [ ] Program Contact: [All]

Applicant Agency: [ ] Commission Meeting Date: [ ]

Project Program Area: [All] County: [All]

Funding Area: [All] Status: [All]

Funding Announcement: [ ]

Title / Description: [ ]

Keywords: [All] Auto Quick Link: [ ]

Search Reset

Grant ID	Applicant Agency	Title	Receipt Date	County	Status	Quick Links
1011	YWCA of Greater Indianapolis	test		Marion	Open - Draft	[ ] [ ] [ ] [ ]
1010	YWCA of Greater Indianapolis	Grace House	9/28/2011	Marion	Open - Returned	[ ] [ ] [ ] [ ]
1009	YWCA of Greater Indianapolis	Rugburns and barked shins	9/28/2011	Marion	Open - Received	[ ] [ ] [ ] [ ]
1008	YWCA of Greater Indianapolis	Victim Services for Immigrants	9/28/2011	Marion	Open - Received	[ ] [ ] [ ] [ ]
1007	YWCA of Greater Indianapolis	Test...	9/28/2011	Marion	Open - Under Review	[ ] [ ] [ ] [ ]
1006	YWCA of Greater Indianapolis	Advocates for Child Victims	9/24/2011	Marion	Open - Awarded	[ ] [ ] [ ] [ ]
1005	YWCA of Greater Indianapolis	Re-entry	9/28/2011	Marion	Open - Awarded	[ ] [ ] [ ] [ ]
1004	YWCA of Greater Indianapolis	Bullying Prevention	9/28/2011	Marion	Open - Awarded	[ ] [ ] [ ] [ ]
1003	YWCA of Greater Indianapolis	Church Aftercare Program	9/28/2011	Marion	Open - Awarded	[ ] [ ] [ ] [ ]
1002	YWCA of Greater Indianapolis	RDP	9/28/2011	Marion	Open - Awarded	[ ] [ ] [ ] [ ]
1001	YWCA of Greater Indianapolis	VOCA Sandbox Application	9/16/2011	Marion	Open - Awarded	[ ] [ ] [ ] [ ]

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- Select the **Grant ID** link for which you wish to create an Inventory Report  
OR  
You may insert the **Grant ID** in the text box and click Search

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management Funding Announcements **Project Management** Portfolio Management Work Manager Audits Maintenance Contacts Reports External Menu

Summary Budgets/Expenses/Comments/Performance Indicators/Resourcing/Requirements/Documents

Grant ID: 1004 Project Title: Bullying Prevention Status: Open - Awarded

Applicant Agency: YWCA of Greater Indianapolis Original Award Amount: \$5,100.00 Adjusted Award Amount: \$5,100.00

Fund Announcement: [Date: 9/28/2011](#)

Subgrant ID: 2011-UF-01

Applicant Agency: [YWCA of Greater Indianapolis](#)

FID #: 23-1370514

Recipient Agency: [YWCA of Greater Indianapolis](#)

Project Director: [Ms. Stephanie Edwards](#)

Financial Officer: [Bretter, Al Church](#)

Primary Contact: [Lisa Ann Mosher](#)

Change Project Director

Change Financial Officer

Change Primary Contact

Additional Contacts (3-Grants, 5-Grants)

Project Program Area: [ ]

Program Staff Contact: [ ]

Fiscal Contact: [ ]

Listing of Signatories

Add New Signatory

Remove Line

Monitoring: Fiscal: OK To Pay

Program: OK To Pay

Start Date: 11/1/2011

End Date: 10/31/2012

Invitation Sent Date:

Invitation Date:

Commission Date: 9/28/2011

Award Date: 9/28/2011

Project Total Award Amount: \$5,100.00

Phase Documents Start-End Dates Status

1004 - Create New Modification

Available 11/1/2011 - 10/31/2012 Open - Awarded

Short Project Title: \* Bullying Prevention

Brief Project Description: \* Provide bullying prevention education through the Olweus system throughout the school day. (maximum 320 characters)

Keywords

Involuntary Outpatient Commitment

Keyword Evidence-Based

Action Delete

Save Cancel

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- The Project Summary page will appear
- Click on the **Monitoring** link at the top of the page

**Egrants** Indiana Criminal Justice Institute **ICJI**

System will time out at: 11:04:32 AM  
Remaining time: 16:52

Back Button will not take you back pages, instead use the application menus and controls.

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[Summary](#) | [Fiscal Reports](#) | [Program Reports](#) | [Inventory Reports](#) | [Monitoring Reports](#) | [Corrective Actions](#) | [Close Out](#)

Grant ID: 1005 Project Title: Re-entry Applicant Agency: [VYCA of Greater Indianapolis](#)  
Program Staff Contact: [Ms. Kim Snyder](#) Fiscal Contact: [Ms. Sarah Davis](#)

**MAIN SUMMARY**

Filter Criteria  
Phase: [All] Approval Status: [All]

To access a fiscal or program report, click on the period ending date to open the report.

**Cumulative Fiscal Reports**

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1005	9/30/2011	Quarterly	Submitted	9/29/2011	Approved	<a href="#">Ms. Judy Jones</a>
1005	12/31/2011	Quarterly	Submitted	9/29/2011	Approved	<a href="#">Mr. Sam Smith</a>

**Program Reports**

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1005	9/30/2011	Final	Submitted	9/29/2011	Approved	<a href="#">Mr. Sam Smith</a>

**Inventory Reports**

Phase	Status	Last Update Date	Approval Status	Entered By

**Monitoring Reports**

Phase	Due Date	Contact Date	Type	Corrective Actions	Approval Status	Performed By

**Program Monitoring Reports**

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance

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- The Main Summary page for Monitoring will appear (all Fiscal, Program, and Inventory Reports previously created will be displayed).

Click on the **Inventory** link

**Egrants** Indiana Criminal Justice Institute **ICJI**

System will time out at: 11:09:45 AM  
Remaining time: 19:46

Back Button will not take you back pages, instead use the application menus and controls.

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[Summary](#) | [Fiscal Reports](#) | [Program Reports](#) | [Inventory Reports](#) | [Monitoring Reports](#) | [Corrective Actions](#) | [Close Out](#)

Grant ID: 1005 Project Title: Re-entry Applicant Agency: [VYCA of Greater Indianapolis](#)

**INVENTORY REPORT LISTING**

[Create New Inventory Report](#)

Filter Criteria  
Phase: [All] Approval Status: [All]

Phase	Status	Last Update Date	Approval Status	Entered By

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Click on **Create New Inventory Report**

System will time out at: 10:57:52 AM  
Remaining time: 14:45

**Grants** Indiana Criminal Justice Institute **IGI**

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[Logoff](#)

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[Summan](#) | [Fiscal Reports](#) | [Program Reports](#) | **[Inventory Reports](#)** | [Monitoring Reports](#) | [Corrective Actions](#) | [Close Out](#)

Grant ID: 1005      Project Title: Re-entry      Applicant Agency: [YIVCA of Greater Indianapolis](#)

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**INVENTORY LISTING**

Report Status: Draft      Submitted Date:  
Approval Status: Pending      Return Date:  
Status Updated By:      Resubmitted Date:

Has non-expendable property been purchased through this subgrant or a previous subgrant for this period?

Item No	Quantity	Identification Number	Cost	Present Condition Code
<div>Remarks: <input type="text"/></div> <div> <input type="button" value="Save As Draft"/> <input type="button" value="Submit"/> <input type="button" value="Return"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> </div>				

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- You will be transferred to the Inventory Listing page
- Answer the question by choosing yes or no at the dropdown box
- Insert any remarks that you wish to add
- Click the **Add Budget Equipment Items** tab

**Note:** Due to the lack of data in the system, the following screenshots are taken from a similar Egrants system use by the State of Pennsylvania.

**PCCD Egrants**

System will time out at: 9:19:02 AM  
Remaining time: 19:50

Back Button will not take you back page, instead use the application menus and controls.

Main Menu User Management Funding Announcement **Project Management** Work Manager Internal Menu

Project Monitoring Audit Fiscal Details

Grant ID: 15039 Project Title: Helping People Applicant Agency: Pittsburgh Action Against Rape

**INVENTORY BUDGET EQUIPMENT LISTING**

Add Selected Items

Select All Remove All Budget Equipment Item

☒ Portable Crime Scope  
☒ Digital Camera System

Cancel

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- You will be transferred to the Inventory Budget Equipment Listing (all equipment items in your current budget will appear)
- Click the **Select All** tab to include all items listed (If a budgeted equipment item was not purchased, simply do not place a checkmark beside that item)
- Click the **Add Selected Items** tab

**PCCD Egrants**

System will time out at: 9:19:34 AM  
Remaining time: 19:22

Back Button will not take you back page, instead use the application menus and controls.

Main Menu User Management Funding Announcement **Project Management** Work Manager Internal Menu

Project Monitoring Audit Fiscal Details

Grant ID: 15039 Project Title: Helping People Applicant Agency: Pittsburgh Action Against Rape

**INVENTORY LISTING**

Report Status: Draft Approval Status: Pending

Has non-expendable property been purchased through this subgrant or a previous subgrant for this period? Yes

Add New Item Add Budget Equipment Items

Item No	Quantity	Identification Number	Cost	Present Condition Code
1	1		3,049.00	
2	1		5,027.00	

Remarks:

Save As Draft Submit Report Cancel

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- You will be transferred back to the Inventory Listing page (equipment items will now appear)
- Click on the **Item No** hyperlink and you will be transferred to the Inventory Details page for that item of equipment

**PCCD Egrants**

System will time out at: 10:18:58 AM  
Remaining time: 19:37

Back Button will not take you back pages, instead use the application menus and controls.

Main Menu User Management Funding Announcement Project Management Work Manager Internal Menu

Project Monitoring Audit Fiscal Details

Grant ID: 15039 Project Title: Helping People Applicant Agency: Pittsburgh Action Against Rape

**INVENTORY DETAILS**

Item Number: 1  
Inventory Quantity: 1  
Description: Portable Crime Scope  
Identification Number:  
Date Acquired:  
Cost: 5,048.00  
Present Condition Code: D - Need to get Description  
Present Use and Location:  
Anticipated Future Code: D - Need to get Description  
Remarks:

Save & Return Save & Add Another Delete Cancel

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- On the Inventory Details page you will enter the Identification Number, Date Acquired, Present Condition Code (select from dropdown box), Present Use and Location, Anticipated Future Code (select from dropdown box), and Remarks.

Note: You may also alter the Description and Cost lines at this time if necessary.

**PCCD Egrants**

System will time out at: 10:21:03 AM  
Remaining time: 19:38

Back Button will not take you back pages, instead use the application menus and controls.

Main Menu User Management Funding Announcement Project Management Work Manager Internal Menu

Project Monitoring Audit Fiscal Details

Grant ID: 15039 Project Title: Helping People Applicant Agency: Pittsburgh Action Against Rape

**INVENTORY LISTING**

Report Status: Draft Approval Status: Pending

Has non-expendable property been purchased through this subgrant or a previous subgrant for this period? Yes

Add New Item Add Budget Equipment Items

Item No	Quantity	Identification Number	Cost	Present Condition Code
1	1	12345	5,048.00	B
2	1		5,027.00	

Remarks:

Save As Draft Submit Report Cancel

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- Continue to click on each Item No and complete the required equipment information on the Inventory Details page as above
- Click on the **Save as Draft** tab below to save the Inventory Report (will not be submitted to ICJI), OR the Submit Report tab to submit the Inventory Report to ICJI

**Egrants** **PCCD Egrants** System will time out at: 10:23:52 AM  
Remaining time: 19:40 [Help](#) [Log Off](#)

Back Button will not take you back pages, instead use the application menu and controls.

[Main Menu](#) [User Management](#) [Funding Announcement](#) [Project Management](#) [Clock Manager](#) [Internal Menu](#)

[Project](#) [Monitoring](#) [Audit](#) [Fiscal Details](#)

Grant ID: 15039 Project Title: Helping People Applicant Agency: Pittsburgh Action Against Rape  
Program Staff Contact: Robert K Mervine Fiscal Contact: Super User

**MAIN SUMMARY**

Filter Criteria  
Phase: [All] Approval Status: [All]

**Fiscal Reports**

Phase	Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
Initial	Initial	12/31/2004	Quarterly	Submitted	1/3/2006	Approved	Ms. Karla S. Freeman

**Program Reports**  
Period Ending 6/30/2005 Delinquent

Phase	Period Ending	Status	Last Update Date	Approval Status	Entered By
Initial	12/31/2004	Submitted	1/3/2006	Pending	Ms. Karla S. Freeman

**Inventory Reports**

Phase	Status	Last Update Date	Approval Status	Entered By
Initial	Submitted	1/4/2006	Pending	Super User

[Create Program Report](#) [Create Fiscal Report](#) [Create Inventory Report](#)

New Report Phase: [All]

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- After submitting the Inventory Report, you will be transferred back to the Main Summary screen. The status of your report will appear as Draft or Submitted. The approval status will initially appear as Pending until reviewed and approved by ICJI staff. Once staff has approved, the status will change to Approved